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# CONUS Cost of Living Allowance

## Introduction:

This section provides the procedures for starting, changing, and stopping CONUS COLA. This entitlement is payable to members assigned to a CONUS high cost area. It is also payable to unaccompanied member's OCONUS, if their primary dependent resides in a CONUS high cost area. A member assigned to CONUS duty must get approval from CGPC, when equitable due to duty location or other circumstances, to receive CONUS COLA based on the primary dependent's residence.

## Reference:

Chapter 8 - Joint Federal Travel Regulations  
[Per Diem Committee's Web Site](#) (for locations)

## Procedure:



**Complete a CONUS COLA entry on all INCONUS PCS reporting transactions.** If a member is receiving two COLA entitlements (i.e., OCONUS COLA without dependents and CONUS COLA with dependents), manually stop CONUS COLA at the old unit and enter a start for the new permanent duty assignment.

CONUS COLA/Time will automatically stop the day before arriving PCS (except as noted above).

An entry is required when dependency changes to “with” or “without” dependents.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete CONUS COLA.

Step	Action
1	<a href="#">Select</a> Menu items in the following order.  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <b>Employee Entitlements</b>

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2 A search page will appear. [Enter](#) the member's Employee ID number or other search criteria and [click](#) the [Search](#) button to select the member you wish to display.

### Advanced Technique

You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

3 [Entitlement Panels](#). Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

[Select](#) the [Employee Entitlement Summary](#) Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

[Save](#)

[Return to Search](#)

[Update/Display](#)


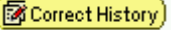








[Include History](#)

[Correct History](#)

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

[Select](#) [View All](#) in the title bar.

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4	<p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all payments of CONUS COLA will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="289 390 1380 793" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>➤ You may use the  button to start CONUS COLA; however, we recommend using the “Include History” mode so all payments will display.</li> <li>➤ Use the  button to view all payments of CONUS COLA. Only new entitlements can be entered in this mode.</li> <li>➤ Use the  button to update or delete entries of CONUS COLA. A listing of all payments will be displayed.</li> </ul> </div>
5	<p><b>If a CONUS COLA row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to CONUS COLA. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If a CONUS COLA row doesn't exist in the Summary Panel...</b></p> <p><b>Click</b> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <b>type</b> “ICC” in the look-up box   or use the magnifying glass to search for and select the CONUS COLA earning code.</p> <p>Then <b>click</b> the  button adjacent to CONUS COLA to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

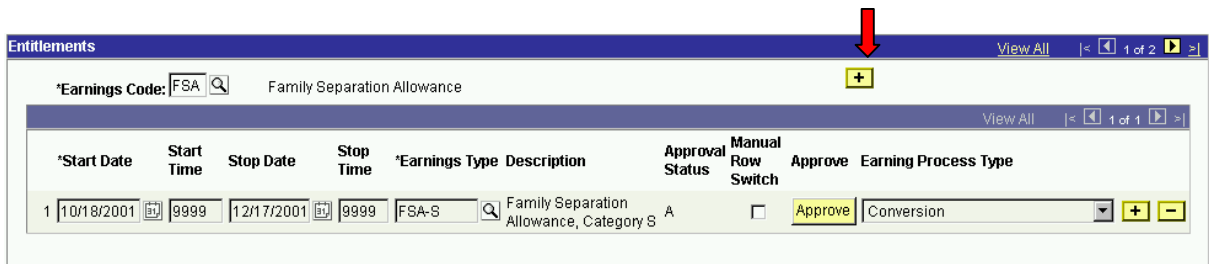
**Select** the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

**Select** the  button located at the bottom right-hand portion of the screen so that all entries of CONUS COLA will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

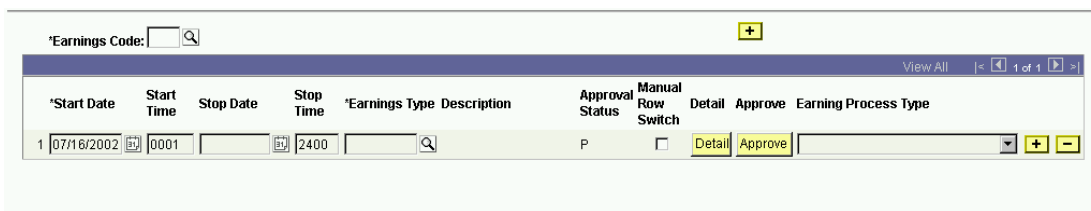
**Select** View All from the displayed title bar to list all entitlements.

**Scroll up** to find the “ICC” Earnings Code. If CONUS COLA isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code' with 'FSA' entered. Below it is a table with columns: \*Start Date, Start Time, Stop Date, Stop Time, \*Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The first row shows an entitlement for 'Family Separation Allowance, Category S' with start date 10/18/2001 and stop date 12/17/2001. A red arrow points to a yellow plus button in the top right corner of the table area.

The following screen appears below the previous entitlement...



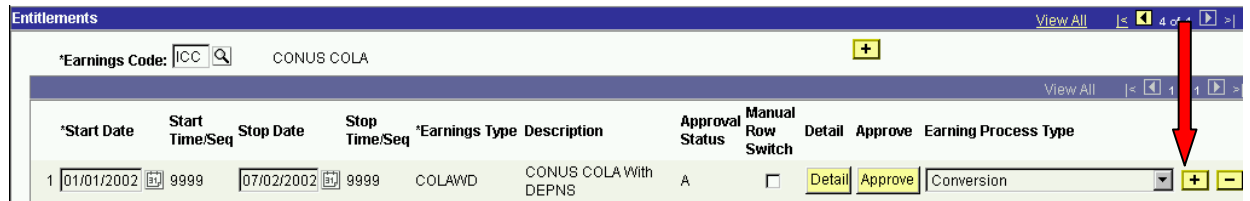
The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code'. Below it is a table with columns: \*Start Date, Start Time, Stop Date, Stop Time, \*Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The first row shows an entitlement for 'P' with start date 07/16/2002 and stop date 2400. A yellow plus button is visible in the top right corner of the table area.

**Type** “ICC” in the Earnings Code field or use the magnifying glass  to search and select the CONUS COLA Earnings Code.

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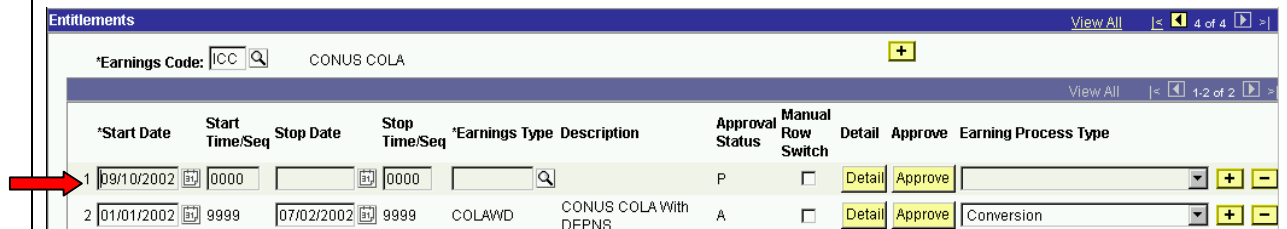
## Starting CONUS COLA (See Steps 8-10 for other options)

In the  mode, click the  button shown below.






*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
01/01/2002	9999	07/02/2002	9999	COLAWD	CONUS COLA With DEPNS	A	<input type="checkbox"/>	Detail	Approve	Conversion

The following entry line appears...








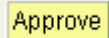
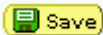
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
09/10/2002	0000		0000			P	<input type="checkbox"/>	Detail	Approve	
01/01/2002	9999	07/02/2002	9999	COLAWD	CONUS COLA With DEPNS	A	<input type="checkbox"/>	Detail	Approve	Conversion

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	<b>Enter</b> the last day of entitlement or leave blank to pay continuous CONUS COLA. Use the calendar button  to select the desired date. You can also <b>Click &amp; Drag</b> over the date field then <b>Type</b> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.

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## **(Step 7 Continued)**


Field	Action
	<p><a href="#">Click</a> the  button to bring up the Supporting Data screen below:</p> <div><p><b>Supporting Data</b></p><p>1080807                      ICC    07/03/2002    COLAWD</p><p><b>Postal Code:</b> <input type="text" value="94501"/></p><p> </p></div> <p><a href="#">Enter</a> the permanent duty station's postal zip code.</p> <p><a href="#">Click</a> the  button when finished.</p>
	Not Used. Payment of CONUS COLA does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.

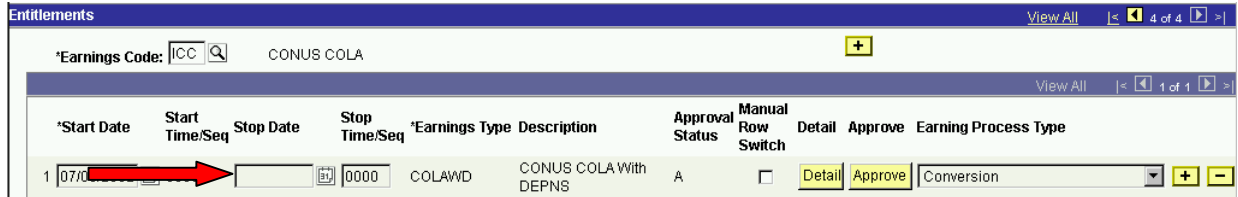
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## Stopping CONUS COLA



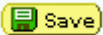
In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' window with the 'Earnings Code' set to 'CONUS COLA'. The table below shows the details for the selected row:


*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/0			0000	COLAWD	CONUS COLA With DEPNS	A	<input type="checkbox"/>	Detail	Approve	Conversion



Enter the following information...


Field	Action
Stop Date	<a href="#">Enter</a> the last day of entitlement by using the calendar button  to select the date. You can also <a href="#">Click &amp; Drag</a> over the date field then <a href="#">Type</a> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<a href="#">Select</a> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	Not Used – Payment of CONUS COLA does not require audit and approval.
	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve the entry.

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## Correcting CONUS COLA

In the  mode, [find](#) the CONUS COLA row to correct.

[Click & Drag](#) over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

[Click](#) the  button located at the bottom left of the screen.





To change the effective start date, you must delete the entire row (Step 10) and then start a new CONUS COLA entitlement (Step 7).

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## **Deleting CONUS COLA**

In  mode, **find** the CONUS COLA row to delete.

**Click** on the  button located in the row to be deleted.

**Click** the  button located at the bottom left of the screen.



The total CONUS COLA entitlement will be recouped when using this feature.

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*End*